



## **GETLIST RULES OF BEHAVIOR**

**Federal Procurement Data System – Next Generation (FPDS-NG)**

**“getList” Rules of Behavior**

**For**

## **1. Introduction**

The Integrated Acquisition Environment (IAE) of General Services Administration owns and manages the Federal Procurement Data System – Next Generation (FPDS-NG), a post-award database that houses all procurement and contract award data.

Occasionally, agencies have a demonstrated need to be able to use a “getList” web service to retrieve data from the FPDS-NG database. Upon PMO approval to proceed, agencies are expected to abide by the following rules in order to present the proper information to the end users.

## **2. Purpose**

The intent of this getList Rules of Behavior document is to formalize the responsibilities of participating agencies with regards the use of the “getList” web service to retrieve data from the GSA IAE “Federal Procurement Data System – Next Generation (FPDS-NG)”.

The use of “getList” is approved on an as-needed basis. Agencies utilizing this method must abide by the terms outlined in this addendum.

## **3. Duration**

This agreement shall remain in effect until superseded or canceled by the “-----” and General Services Administration (GSA) offices involved. This agreement shall terminate 30 days after written notice to the other parties by any of the parties involved.

## **4. Scope**

This getList Rules of Behavior document is to determine the responsibilities of approved agencies and their use of data retrieved from FPDS-NG.

## **5. Responsibilities**

- 5.1. The Agency permitted to download information via “getList” will:
  - 5.1.1. Utilize staff familiar with BOTH the FPDS-NG system AND procurement policies and procedures to retrieve and analyze data.
  - 5.1.2. Not create their own reports to display data if the same report is available on FPDS-NG either through standard reports or ad-hoc reports.
  - 5.1.3. Contact the FPDS-NG PMO with any questions related to the manner in which the data is being presented by the Agency.
  - 5.1.4. Not misrepresent the data downloaded from FPDS-NG.

- 5.1.4.1. Misrepresentation of the data includes both intentional and accidental omission of rules, processes, exclusions or other guidance that is used to generate legitimate information. A few examples of misrepresenting data include creating a report that purports to show socio-economic information but which contains none of the requisite SBA rules and exclusions or identifying a vendor as being small or large without benefit of the business process and rules regarding size determination, vendor representations, vendor certifications, etc.

## 6. Signatures

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(Date)

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Federal Procurement Data System (Date)